



STATE OF NEVADA

## BOARD OF DISPENSING OPTICIANS

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**The State of Nevada Board of Dispensing Opticians,  
a five-member board appointed by the governor to regulate the practice of opticianry,  
has an outstanding opportunity for the right person.**

The executive director reports to and implements the policies of the five-member, governor-appointed Board, ensuring compliance with state statutes and regulations.

The executive director is responsible for managing and carrying out all functions of the Nevada Board of Dispensing Opticians, including licensure; investigations and discipline; licensee, consumer, government, and legislative relations; public meetings and workshops; finance; policies and procedures; and recordkeeping and reports.

The ideal candidate has superior organizational, decision-making, problem-solving, and interpersonal skills, with demonstrated high ethical standards.

The minimum qualifications are a bachelor's degree from an accredited college or university, and at least three years' experience in administration and customer relations; knowledge of and experience in legislative and regulatory processes; demonstrated awareness of current opticianry issues; demonstrated superior oral and written communication skills; knowledge of opticianry education, administrative law, public management, and public policy; and knowledge of bookkeeping and experience in detailed recordkeeping and reporting OR an equivalent combination of education and experience.

Preferred qualifications are experience managing, working for, or serving as a board member on an occupational licensing board; experience with licensing, investigation, and discipline processes; and experience with Quickbooks software.

The executive director's office is located in the Reno-Sparks area. The Board meets every other month, alternating between Reno and Las Vegas.

The position is a public office, and therefore, in accordance with Nevada's Open Meeting Law, the search, screening, interviewing, and selection processes are open to the public. Top candidates will be selected for interview on October 2 and interviewed on October 9. Position is half-time with part-time assistant. Salary DOE, minimum is \$18 per hour, wages & benefits negotiable, 11 paid holidays. The board is an Equal Opportunity Employer. Qualified candidates please submit your resume and a cover letter describing how your qualifications meet those of this position by September 20 to [nvbdo@govmail.state.nv.us](mailto:nvbdo@govmail.state.nv.us).